As previously advised, litigation has been filed which requires us to retain certain records, most or all of which are already subject to disposal suspension under the Philip Morris Records Management Program. (Documents subject to disposal suspension are identified in the Appendix entitled "Topics Subject to Disposal Suspension" to the Records Management Manual and in prior disposal suspension notices). The two most recent disposal suspension notices dealt with retaining in their original form--regardless of the medium, including electronic mail-- documents relating to (1) the manufacturing, testing and composition of tobacco, tobacco products, paper, filter or any other material contained in, relating to or used in the manufacture, testing and composition of tobacco products or (2) the nicotine content of tobacco, tobacco products (cigarettes, filler, reconstituted tobacco, expanded tobacco, etc.) and cigarette smoke.

This notice is a reminder that E-Mail and other electronic documents in the categories referred to above must be retained. Although the usual retention practice for electronic records subject to the Appendix entitled "Topics Subject to Disposal Suspension" has been to print and retain a paper copy, please ensure that a copy is also retained in electronic form. Retain "on line" all E-Mail messages that fall within the above categories. If you have any questions about how to retain E-Mail electronically, please consult your Information Systems Department.

The Appendix entitled "Topics Subject to Disposal Suspension" in each records manual remains in effect without change. If there is any question about whether a record is subject to this or other disposal suspension notices, the records should be retained, pending review by your legal department. Questions should be addressed to Clare Purcell at (804) 274-3656.

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Langley, Diane; Lario, Robert; Larson, Noel; Lassiter, Stan; Latimer, Julia; Lavalle, Russ; Lawrence, Rob; Lawton, Craig; Ledbetter, Keith; Lee, Murray; Leming, Wendy; Lin, Maudie; Logios, Jim; Long, Henry; Lopez, Alejandro; Love, Jim; Lowery, Art; Lu, Hank; Lunsford, Jack; Lunsford, Janet; Lynn, Terry; Madren, John; Magee, Ruth; Maher, Bob; Maiden, David; Maint Mgr; Maisch, Florence; Mallory, Arthur; Maloney, Bob; Manns, Lenore; Marcks, Barbara; Markham, Linda; Markova, Victoria; Martin, Herb; Martin, Linnie; Marttila, Mary; Matamoros, Randy; Mathisen, Mike; Matte, Mark; Mayes, Jerry; McAlpin, Loreen; McBride, Laura; McCaffery, Linda; McCarty, Bill; McCracken, Jerry; McCue, Norm; McCullen, Jan; McEnhimer, Andrew; McEnroe, Margie; McGlauflin, Wayne; McKenney, Jack; McNeice, Desiree; Meade, Tom; Meglen, Joe; Menting, Reid; Meyer, Chuck; Meyers, Bob; Michie, Jim; Migliarese, Brenda; Miller, Barbara; Miller, Tammy; Mizell, Marlene; Mohr, Jim; Montgomery, Miriam; Montgomery, Rick; Moore, Cheryl; Moran, Martie; Moran, Thomas; Morgan, Leroy; Morris, Beth; Morrison, Mike; Morrissett, Eileen; Mueller, Ed; Mulvihill, Gary; Mustain, Dick; Neale, Carole; Necaise, Melissa; Nelson, Bev; netops; Network Manager; Network Manager; Network Manager; Network Manager; Newman, John; Newman, Kenny; Newton, Ken; Nghiem, Jerry; Nguyen, Vuong; Nicola, Eli; Oakley, John; Olson, Ray; Orme, Shannon; Orthaus, Bobbi; Osborn, Phillip; Owen, Vic; Oxford, Mike; P'Pool, Brian; Page, Karen; Pages, Robert; Palmer, John; Palmer, Renee; Parchment, Derrick; Pearce, Mary; Penne, Ross; Perkins, Brenda; Perreault, Mary; Peters, Nancy; Pettibone, Joe; Phelps, Julie; Phelps, Vincent; Phillips, Gibson; Pitt, Eric; Pleasants, Kelly; Plunkett, Wayne; PMupdate; PMUSA DATA CENTER; Pollard, Nelson; Pollio, Mike; Powers, Ginny; Prince, Amy; Purcell, Clare; Rader, Mary; Raymer, Claudette; Rector, Connie; Redden, Donna; Redford, Lorraine; Rees, John; Reiner, David; Rice, Bob; RICH MRKTG ACCT; Richardson, Carl; Rider, Paige; Riley, Bob; Rimmer, Lonnie; Ritz, John; Roberson, Mary; Robinson, Linda; Rockey, Dale; Ronning, Val; Rose, Guy; Rosenstein, Bruce; Rothnie, Jim; Saine, Mark; Sandberg, Don; Sanderlin, David; Scanlan, Sean; Schafer, Don; Schatzel, Joan; Schepker, Hank; Schlosser, Bob; Schmick, Jonathan; Scott, Denise; Scott, Jackie; Scott, John; Seamster, Clarence; Self, Cindy; Sesterak, Cheryl; Seymour, Vickie; Shavers, Carl; Shorte, Cecil; Shull, Chuck; Shullick, Andy; Shumaker, Tommy; Simon, Jeff; Sin, Samson; Sinks, Don; Sizemore, Brent; Smith, Art; Smith, Dave; Smith, James; Smith, Kent; Smith, Mike; Smith, Peggy; Smith, Susan; Smith, Tom; Snyder, Jack; Solgat, Gary; Sprayberry, Ron; Stargardt, Joyce; Stead, Jim; Strauss, Glenn; Strichman, Suzanne; Strother, Jo Ann; Strowhouer, Thomas; Survey; Suter, Mark; Talley, Pete; Taylor, Debbie; Taylor, J.J.; Taylor, Karen; Taylor, Phyllis; Taylor, Susan; Terry, Bob; testlvw; Theisen, Shirley; Thompson, Randy; Thomson, Bill; Tobiaz, Sarilee; Todd, Carol; Tomczak, Mark; Topkis, Ray; Townsend, Sue; Travis, Julia; Tucker, Bonnie; Turner, Carolyn; Turner, Linda; Turner, Liz; Tyler, William; Urban, Joe; Victor, Kenneth; Vivier, Paul; Waddy, Chuck; Wallmeyer, Mickey; Ward, Jerry; Warren, Regina; Washington, Angie; Watts, Glenn; Webber, Chris; Webster, Sue; Welch, Lisa; Wells, Patty; Welsh, Jerry; Wheat, David; Whetstone, Janet; Whittaker, Rick; Wilkes, Liz; Williams, Andy; Williams, Frank; Williams, Kimberly; Williams, Mike; Williams, Randall; Williams, Stanley; Williams, T.K.; Williams, TW; Wilton, Betsy; Wirt, Gwen; Wisner, Steve; Witham, Barbara; Woo, Kenny; Wooldridge, Ed; Worthington, Ed; Wrenn, Ray; Wright, Ellen; Yauger, Brenda; Young, Bob; Young, Dawn; Young, Peggy; Younger, Ted; Zieser, Mary

TO: ALL PM USA EMPLOYEES DATE: May 3, 1994

FROM: Steven C. Parrish

RE: Document Disposal Suspension Notice

2025476363

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